



## National School Lunch Program

### Instructions for Food Safety Inspection Requests

Teaching and Learning Support  
**Child Nutrition Programs**  
801 West 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, Alaska 99811-0500  
(907) 465-8709  
Fax (907) 465-8910

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All NSLP sponsors are required to have two Food Safety Inspections per year. This request must be made using the CNS form titled Food Safety Inspection Request Letter and sent directly to either the Department of Environmental Conservation or the Municipality of Anchorage, depending on the location of your facility. This request should be submitted no longer than 30 days from the first day of meal operations. The following bullets detail what is required to appear on your request.

- Use your school district letterhead including your districts name and address.
- Enter the date.
- List the NSLP contact staff member, email address, and phone number.
- List all the school names and addresses, you may use an attachment if needed.
- The signature of the LEA authorized representative.
- **Outside** of the Anchorage Municipality - fax the request to **Kimberly Stryker, Program Manager 907-269-7510**
- In **Anchorage** – fax to **Tony Barrett, Program Manager, 907-343-4786**
- Fax the inspection request letter to CNS and then place the original letter of request and a proof of transmission document in your current year NSLP files.

Discussions with the Department of Environmental Conservation indicate they will make every attempt to respond to these requests. In some circumstances they may not be able to meet all these requests each year; however, for your school district to remain compliant with Federal Regulations as they apply to NSLP, a request for inspections must be submitted each year.